CLEAR FORM

LAPWAI SCHOOL DISTRICT #341 - PAYROLL TIME SHEET - TIME AND EFFORT

Payroll Month: _____

Employee Name: _____

Payroll period 1st of the month to the last day of the month.

Position: _____

DATE								WK1
Fund/Description	SUN	MON	TUE	WED	THUR	FRI	SAT	Total
Leave Used								

							WK2
SUN	MON	TUE	WED	THUR	FRI	SAT	Total

DATE								WK3
Fund/Description	SUN	MON	TUE	WED	THUR	FRI	SAT	Total
Leave Used								

							WK4
SUN	MON	TUE	WED	THUR	FRI	SAT	Total

DATE								WK5
Fund/Description	SUN	MON	TUE	WED	THUR	FRI	SAT	Total
Leave Used								

S	Sick
P	Personal
H	Holiday
E	Professional
JD	Jury Duty
B	Bereavement
V	Vacation
LWOP	Leave w/o pay

*Buses - Specify drive time & down time hrs.

I certify this time record is true and accurate of time worked.

Employees Signature Date

Supervisors Signature Date

Due to the District Office 1st day of the month